



WHITTIER SMALL BOAT HARBOR

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CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT SEASONAL LEAD PARKING ATTENDANT

The City of Whittier, Alaska is seeking a highly capable individual for the position of Seasonal Lead Parking Attendant for the period: May through about September 15, 2012. This position will be under the supervision of the Harbor Office Manager. This position is open until filled.

EXAMPLES OF WORK: Monitoring and enforcement of launch ramp and parking permits in the harbor and triangle areas. Responsible for checking launch and parking Permits in a firm but non-confrontational manner. Facilitate efficient loading and unloading on the launch ramps. Use of two way communications devices for contact with the Harbor, Public Safety, etc. Coordinate the work assignments for the other parking attendants. Perform janitorial duties such as opening, monitoring and cleaning public restrooms and providing litter control.

KNOWLEDGE, SKILLS AND ABILITIES: Requires some knowledge of boat moorage procedures and the ability to recognize potentially hazardous situations with subsequent contact to the appropriate person, as needed. Work cooperatively with other employees, other departments and the public. Must meet, greet and assist the public in a professional manner.

EDUCATION AND EXPERIENCE: High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically.

LICENSES AND SPECIAL REQUIREMENTS: Must be at least 18 years of age. Must have a valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

SALARY: \$13.23/hour. To apply, submit a City of Whittier application, authorization to release information form, a cover letter, and three references to the Harbormaster at the Harbor Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, e-mail to harbormaster@whittieralaska.gov, or fax to 907.472.2472. Applications are available at City Hall, or by internet at www.whittieralaska.gov.

Direct deposit of payroll is mandatory within 30 days of employment.
The City of Whittier is an equal opportunity employer and a "drug free" workplace.

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